

Crosswalk for Budget Line Items – 2017 Read to be Ready Summer Grant

Application Budget	ePlan Budget Codes		Notes
Category Code 71100			
Salaries	105	Supervisor or Director	Program Director
	116	Certified Teachers	Camp instructors
	163	Educational Assistants	Para-professionals
	189	Other Salaries & Wages	Bus drivers, cafeteria coordinators, translators, college students
	195	Certified Substitute Teachers	Please use these codes when paying for subs on the mandatory training day ONLY; if you need to pay for a sub during camp, you will be able to do a budget amendment to move funds to these codes only when it is required. (This avoids tying up dollars unnecessarily.)
	198	Non-certified Substitute Teachers	
Benefits and Taxes	201	Social Security	Use these codes for all employees.
	204	State Retirement	
	212	Employer Medicare	
Supplies	429	Instructional Supplies & Materials	Supplies used for direct instruction (Ex. Soil for garden, books, magazine subscriptions, STEM materials, etc.), assessment tool
Bus fuel costs	599	Other charges	All fuel expenses (Ex. Pick-up, drop-off, field trips)
Field Trips	599	Other charges	Admissions to events, meals on field trips
Printing and Publications	599	Other Charges	Parent newsletters, field trip permission forms, notification about the program
Category 72210			
Travel	355	Travel	For local travel - between program locations, travel to stores for supplies, etc.
	524	In-Service/Staff Development	Travel to professional development activities, mileage, hotel, per diems while traveling
Conference & Meetings	524	In-Service/Staff Development	Cost of hosting local PD for camp instructors, stipend for session speaker, printing
Supplies	422	Food Supplies	Meals, snacks
Category 72310			
Board of Education Services	533	Criminal Investigation of Applicants – TBI	Background checks for instructors